



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,400 – \$5,508

ENFORCEMENT BRANCH HEADQUARTERS

SACRAMENTO

The Enforcement Branch is seeking an individual who desires the challenge of working in a fast-paced, diverse organization. The incumbent will be responsible for the reconciliation, projection, and maintenance of the Enforcement Branch support budget. This position is a liaison to the Department of Insurance Budget, Accounting, and Business Management offices. ***Fingerprinting and background check are required. Free Parking! Close to Light Rail!***

RESPONSIBILITIES: Under the direction of the Staff Services Manager I, this position is responsible for the following: organize, implement and evaluate the fiscal management activities of the Enforcement Branch. Review, analyze and evaluate Enforcement Branch funding, monthly reports, expenditures, and encumbrances for salary, staff benefits, salary savings and operating expenses and equipment. Responsible for monitoring budget allotments; monitoring expenditures; and advising management of fiscal trends and changes affecting the integrity of the program; and recommend control mechanisms and alternatives to program and division management. Prepare monthly and quarterly review reports detailing program expenditures, encumbrances, and fiscal year projections for 17 Regional Offices within the Enforcement Branch. Prepare budget change proposals and finance letters as necessary to justify program budgetary increases or decreases. Develop budgets, annual service agreements/contracts, and assists program staff in developing work plans. Monitor the budget for each service agreement and completes amendments as necessary. Develop contracts for the Enforcement Branch and assist technical staff in developing a scope of work and line item budgets. Resolve problems with administrative and/or fiscal aspects of contracts. Review and prepare contracts, invoices, and other budget related documents based on review of budgetary reports and/or spreadsheets. Maintain records to track budget and expenditures for each contract. Work with the Department of Insurance Accounting, Business Management, and Budget staff on contract and fiscal management issues.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in reviewing, analyzing, and evaluating program funding and expenditures;
- Provide accurate information and make recommendations relating to budget information, projections, salary savings, and operating expenses and equipment;
- Strong analytical, oral/written communication skills and good interpersonal skills;
- Demonstrated experience in performing and completing complex analytical assignments;
- Ability to work with extreme independence under general supervision;
- Ability to work with staff in the development of Budget Change Proposals;

09/05/13 EMC

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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- Ability to train Fraud Division staff on budget/fiscal issues;
- Proficiency in utilizing Microsoft applications such as Word, Excel, Access, and Outlook.

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “ASSOCIATE GOVERNMENTAL PROGRAM ANALYST, PSN # 413-189-5393-003” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3310 or email eva.crew@insurance.ca.gov

FINAL FILING DATE: September 19, 2013 by 5 p.m., Close of Business

NOTE: Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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